



# NEWS RELEASE

DEFENSE FINANCE AND ACCOUNTING SERVICE

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Press Release 00-16  
June 14, 2000  
For External Release

## ***The Work Number for Everyone*** Replaces Manual Employment Verification

DFAS is now using a new national service that provides major employers and lenders (verifiers) an easier way to verify employment. *The Work Number for Everyone*® is used by many federal agencies and accessed on the Internet or by a toll free number 24 hours a day, seven days a week.

Employees applying for apartment leases, major loans and mortgages can be verified quickly and easily by simply authorizing verifiers to receive up-to-date employment history and salary information. Effective December 1999, DFAS Human Resources no longer responds to written requests for verifications.

*The Work Number for Everyone*® offers three standard types of verification—**Basic**, which includes social security number, correct name spelling, most recent start or termination date, total employment time, job title and reference number; **Basic Plus**, which includes all basic information, plus total rate of pay and **Full**, which includes all basic plus information and also gross earnings, year-to-date and previous two years' pay information (including base pay, overtime, commissions and bonuses).

Here's how it works. DFAS provides updated employment and salary information files to *The Work Number for Everyone*® database after each payroll cycle.

Employees visit the Internet web site at <http://www.theworknumber.com> or call (800) 367-2884, enter DFAS Code "10365", their social security number and personal identification number which is the birthday month and day (for example, if your birth date is May 19, your PIN number is 0519). The verifier is provided a

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900 telephone number and instructions for requesting employment and salary verification. DFAS verifiers access the service with a unique 800 telephone number or via the Internet.

The employee then calls The Work Number (800-EMP-AUTH) or visits the Internet web site at <http://verify.theworknumber.com> and obtains a salary key. Employees must obtain a salary key for the verifier to access their information. A salary key is not required if the verifier does not need salary information.

Employees provide their social security number, employer company code and salary key to the verifier, which allows the verifier permission to access the employee's salary information.

Salary keys are only valid for one verifier per one salary verification. Employees must establish a new salary key for each verifier as needed and may have up to three active keys at one time. The verifier then contacts The Work Number and enters the company code, the employee's social security number and the salary key, if required, when prompted, through either the Internet or telephone. The verifier is then provided the requested information, and offers the option of having the information faxed or relayed over the telephone or Internet.

The service assigns a unique reference number to each verification which provides an audit trail for the verifier or a subscribing third party to reverify that the information was provided by the service. Subsequent calls for auditing previously provided verifications require the reference number provided during the initial call.

The Work Number for Everyone® (800) 9-WORK-NO ({800} 996-7566) is available Monday through Friday from 7 a.m. until 8 p.m., CST. Anyone needing additional assistance can call (314) 214-7254 to speak to a client service center manager.

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